

**SC Resource Conservation Challenge
Task Force Meeting Minutes
July 21, 2004**

Attendees:

Pam Bergstrand, SC DHEC
Richard Chesley, SC DHEC
Renee Daggerhart, SC Energy Office
Jane Hiller, Sonoco/Paper Stock Dealers
Vickie Lewter, State Accident Fund

Eric Melaro, SC DHEC
Karen Owens, SC Department of Commerce
Holly Storey, SC DHEC
Steve Thomas, SC Army Nat'l. Guard
Carolyn Tomlinson, Dorchester County

I. Registration form and invite list

Eric is going to get last year's letter and form with new agenda (see attached) and rework with Gregg. Holly is working on schools; Holly/Eric will take care of RC lists; Pam is handling state agency, college and university RC lists, and procurement contacts from MMO, CIO and SCAGPO; Renee is sending to updated energy contact lists for state agencies and schools; Jane is working on school boards list; Richard's going to send to Science contacts and Eric will look into getting a superintendent list. Renee has list of last year's attendees. Goal is to get final pdf ready for distribution by July 28, with registration deadline of August 31. Vicki Lewter has agreed to provide her fax number for reservations to be sent to and will maintain attendee list. She will send a confirmation e-mail as registrations come in. Based on response, we'll send a reminder email to everyone on Sept 1 that will thank them for registering and remind them to mark their calendars and encourage those who haven't registered to take advantage of limited spaces left.

Based on list Vickie generates, Gregg will produce nametags. Handling registration duties at the museum will be Carolyn in the am and Holly in the pm. Additional staff to assist with registration will be provided by SC DHEC.

II. Agenda/speakers

Most of the speakers have been confirmed except for success stories and Scott Johnston, the Greenville architect that designs green schools. Karen will follow up with Scott as well as Trish and Cindy Murphy for some success presentations and Renee will identify a state agency and elementary school energy success story. Pam is to contact Dave Edwards at PRT about their leasing and other programs.

III. Exhibitors update

Karen has a letter devised and is compiling potential companies for displaying at workshop. She'll check to see how many tables and if tablecloths are available.

Booths planned without letter are: DHEC's Office and Education booths (2); Paper Stock; SC Energy Office; Fluorescent lamp display; SC RCC; SUI? (Suzanne Rhodes wanted booth too -Wildlife I think)

IV. Guidebook update

Richard and Eric will work with Renee to add section on automotive related issues – alt fuels, reusable filters, air – ozone stuff, energy efficiency, etc. Intro letter from Governor's office is awaiting approval. It will be a shorter version of the B-RAP guidebook and 500 will be printed – Karen to print with EPA grant funds.

V. Snacks for participant/lunches for exhibitors

Richard is going to contact Jay Hicks about providing sodas and maybe some snacks. Karen will check with Jim Cumberland to see if grant funds can be used to provide lunch for exhibitors, speakers and workshop committee.

VI. Schedule next meeting- conference call if needed

Karen is going to see if State Museum will let us meet there on August 18 at 1:00 pm for a follow up meeting. If not available, she will secure a nearby meeting space. There is a lot to be done between now and the workshop – subcommittees will communicate via e-mail and phone prior to the next meeting.

Carolyn requested we compile some photos and develop a display on what has transpired as a result of our work for last year. Karen will send out an email soliciting photos and comments and work with Richard and Gregg to display.

After the workshop, the task force may revert to holding four working meetings a year, with one or two by conference call to improve effectiveness and be more convenient.